



South Dakota Air National Guard

Active Guard Reserve (AGR) Announcement #17-108

Opening Date: 21 July 2017

Closing Date: 4 August 2017

POSITION INFORMATION

Duty Title: Plans Scheduling and Documentation

Grade: Highest authorized grade TSgt (E-6)

Duty Location: 114th FW, Sioux Falls, SD

Projected Date of Entry: 1 October 2017

AFSC: Must possess 2R131

Length of Tour: The initial tour of duty is a two year probationary order, which may be followed by a career status tour.

WHO CAN APPLY

All current members of the South Dakota Air National Guard.

GENERAL ELIGIBILITY REQUIREMENTS

- Members must possess the required AFSC.
- Member must meet medical qualifications outlined in AFI 48-123 and Chapter 12 of ANGI 36-101.
- PHA-Q/PHA & dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
- Member must comply with standards outlined in AFI36-2905, Fitness Program with overall composite score of 75 or higher.

BRIEF DESCRIPTION OF DUTIES

This position is located in the Plans, Scheduling, Documentation/Engine Management Section of the Maintenance Operations Flight. The purpose of this position is to perform preliminary (advanced) planning and long term scheduling for the utilization and maintenance of all assigned aerospace vehicles, propulsion units/associated equipment and related support training equipment, and to perform duties related to the documentation function.

KNOWLEDGE, SKILLS & ABILITIES (KSA's)

The following KSA's are considered essential for successful performance in this position. Response to the KSA's is voluntary, however written response to each of the following KSA's will ensure that specialized experience is recognized.

- Ability to develop operational and maintenance requirements to produce a maintenance schedule which makes efficient use of resources.
- Ability to schedule and conduct maintenance planning meetings.

- Knowledge of inspection work packages for aircraft and assigned support equipment.
- Ability to manage documents; to include creation, distribution, interpretation, and disposition of official Air Force records.
- Ability to use Maintenance Information Systems.

ALL APPLICANTS AND SELECTION PROCEDURES

Applicants may apply for this position by submitting the following:

- NBG Form 34-1-Application for Active Guard/Reserve (AGR) Position (dated 20131111)
 - Announcement number and position title must be annotated on the form.
- Report of Individual Personnel (RIP)
 - Print from Virtual MPF (vMPF) – Records Review – View/Print all pages
- Report of Individual Fitness
 - Print from Air Force Fitness Management System (AFFMS) II – current fitness report
- Knowledge, Skills and Abilities (not required, but highly encouraged)

Email applications to trish.j.heng.mil@mail.mil

When emailing applications, please put the announcement number and last name in the subject line.

Applications may also be mailed or delivered to:

SDANG Human Resource Office
 SMSgt Trish Heng
 1201 W Algonquin Ave
 Sioux Falls, SD 57104-0264

Application must be received by this office by 2359 Eastern Standard Time the closing date of this notice. Late applications will be considered ineligible.

Selection will be made without regard to race, religion, color, sex, national origin, and gender.

ADDITIONAL INFORMATION

- This position is for the support of second shift maintenance. The work schedule is at the discretion of the Commander and will be reviewed periodically to ensure the needs of the mission are being met.
- This AGR position will only be moved on Unit Manning Document (UMD) at the discretion of the Group Commander.
- Member must live within 50 miles of Joe Foss Field. AGR and their dependents may be entitled to Permanent Change of Station (PSC) IAW the Joint Federal Travel Regulations PCS Entitlements.
- Members must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case by case basis.
- Point of contact for general AGR announcement SMSgt Trish Heng, AGR Manager for Air, 605-988-5676, DSN 798-7676